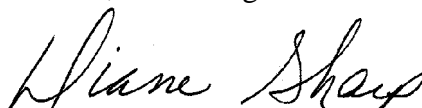


**For:** State and County Offices

**Service Center Information Management System (SCIMS)**

**Approved by:** Acting Deputy Administrator, Farm Programs



**1 Overview**

**A**

**Background**

As part of USDA's commitment to one-stop shopping for producers, FSA's name and address records will be migrated to SCIMS. The primary purpose of SCIMS is to consolidate FSA, NRCS, and RD name and address data into 1 common application in the Common Computing Environment that is shared by all Service Center Agencies.

Each Agency currently maintains their own automated producer name and address records. As a result, processes for creating and maintaining each Agency's producer records are redundant, as well as time consuming for both the Agency and the producer. The main component of SCIMS is a unified "core infrastructure framework". Core data is name and address data that is used by at least 2 of the 3 Agencies.

SCIMS is now in the testing stage and is expected to be ready for deployment to Service Centers in the fall of 2001. After deployment, Service Centers will use SCIMS to add, change, or delete core customer data. The data will then be downloaded to the AS/400 for use in FSA programs located in the Service Center.

**B**

**Purpose**

This notice:

- provides State and County Offices with an overview of SCIMS
- informs State and County Offices of the process to convert and migrate existing producer records from the AS/400 to SCIMS.

**Disposal Date**

December 1, 2001

**Distribution**

State Offices; State Offices relay to County Offices

## 2 General Information and Conversion Steps

---

### A

#### Introduction

After the migration of name and address data, links between SCIMS and the AS/400 will be limited to core customer data only. Once the migration occurs, all name and address additions, updates, deletes, or changes will be processed through SCIMS. That data will then flow from the SCIMS database to the AS/400.

---

### B

#### General Information

State and County Offices need to be aware of the following information.

- Core customer data is name and address data that has been determined to be common in at least 2 of the 3 Agencies that will be using SCIMS.
  - Core customer name and address data now maintained in the AS/400 will be migrated to the SCIMS national server and be maintained there.
  - SCIMS will be a web-based program for use by all 3 Agencies in the Service Center.
  - An automated reconciliation of name and address data will run during conversion to SCIMS.
  - An automated screening for duplicates will take place during migration.
  - The migration process will automatically validate that entity types and name types are compatible.
- 

Continued on the next page

## 2 General Information and Conversion Steps (Continued)

---

### C

#### **Migrating Data to SCIMS**

FSA name and address records from all County Offices will be uploaded to SCIMS during the initial migration. The name and address records will be converted to the SCIMS format and any changes from merging duplicate records or changing name types will be downloaded back to the AS/400 in the County Office where the record originated.

Screening for duplicate records that reside in more than 1 County Office will be performed during the initial upload. Records that are identified as duplicate will be reconciled if possible, and any changes to customer data downloaded to each County Office where the record resided. Duplicates that cannot be reconciled will be flagged as potential duplicates and must be reconciled by Service Center personnel.

Records that are identified with an invalid name type will be converted during migration. An individual must have an entity type of "01". A business must have an entity type of "02" or greater. If the record contains an entity type of "01" (individual) and a name type of "B" (business), the record will be converted to an individual. If the record contains an entity type of "02" or greater and the name type is not a "B" (business), the record will be converted to a business.

---

### D

#### **Data That Will Be Maintained in SCIMS**

After migration, customer's core data cannot be changed without accessing SCIMS. Authorized Service Center personnel will be able to make necessary changes, additions, or deletions by accessing SCIMS.

**Example:** Customer A currently farms in Bright County. The FSA Bright County Office is the only office that has the customer's name and address on record. During the migration to SCIMS, Customer A's name and address core data will be uploaded to SCIMS.

Customer A later rents land in Sun County. Customer A goes to the FSA Sun County Office to report the lease. Sun County personnel will access SCIMS, select Customer A and attach their county to the customer's data stored in SCIMS. The core data will then be downloaded to the AS/400 in the Sun County Office.

Customer A later moves, resulting in a change of address. The customer returns to the FSA Bright County Office to report the address change. Bright County personnel accesses SCIMS and changes the address. The address change is then updated to both the Bright and Sun County Office's AS/400 name and address data files.

---

Continued on the next page

## Notice CM-417

### 2 General Information and Conversion Steps (Continued)

---

#### E

##### Data That Will Be Maintained in County AS/400

Customer data that is unique to FSA will be maintained at the County Office level. This data can only be accessed and changed in the AS/400 by the County Office that enters the data.

**Note:** Data that is unique to a customer includes assignments, FAX signature authority, and claims.

Only the Service Center where the customer's unique data is loaded will have access to this data in the customer's name and address file that is maintained in the AS/400.

---

### 3 AS/400 to SCIMS Conversion

---

#### A

##### Introduction

During migration from the AS/400 to SCIMS, certain name and address data will automatically be validated for correctness, and if necessary, converted to the correct information. Exhibit 1 shows some of the name and address fields that will automatically be converted during migration to SCIMS and an explanation of the change.

---

#### B

##### Conversion Steps

The following table displays the steps for conversion to SCIMS.

Step	Action
1	Testing of SCIMS at KC-ITSDO and at the National Office.
2	Beta testing in selected County Offices.
3	States to receive national training.
4	County Offices install the release that will migrate name and address files to SCIMS.
5	County Office name and address files are reconciled and downloaded to the AS/400.
6	All Service Centers online.

---

## Conversion Chart

Current AS/400 Field	SCIMS Equivalent Field	Conversion Comments	
		IF the AS/400...	THEN during migration, the data in the SCIMS field will be...
ID Number	Tax ID	ID number field contains a permanent ID number	the same.
		ID number field contains a temporary ID number	converted to blank. <b>Note:</b> Temporary ID's will be maintained in the AS/400 only.
ID Type	Tax ID Type	ID type field contains either an "S", "E", "T", or "F"	the same.
		ID type field contains a "T" (temporary)	converted to blank.
Last Name	Last Name	entity type field contains an "01" (individual)	the same.
		entity type field contains an entity type other than "01" (individual)	converted to blank. <b>Notes:</b> The AS/400 field will be converted to blank. The name will be reformatted as a business.
First Name	First Name	entity type field contains an "01" (individual)	the same.
		entity type field contains an entity type other than "01" (individual)	converted to blank. <b>Notes:</b> The AS/400 field will be converted to blank. The name will be reformatted as a business.
Second Name	Middle Name	entity type field contains an "01" (individual)	the same.
		entity type field contains an entity type other than "01" (individual)	converted to blank. <b>Notes:</b> The AS/400 field will be converted to blank. The name will be reformatted as a business.

Continued on the next page

## Conversion Chart (Continued)

Current AS/400 Field	SCIMS Equivalent Field	Conversion Comments	
		IF the AS/400...	THEN during migration, the data in the SCIMS field will be...
Suffix	Suffix	entity type field contains an "01" (Individual) and the suffix field contains either; "JR", "SR", "I", "II", "III", "IV", "V", "MD", "DDS", or "DVM"	the same.
		suffix field does not match 1 of the above or contains an entity type other than "01"	converted to blank. <b>Note:</b> The AS/400 field will be converted to blank.
Prefix	Prefix	entity type field contains an "01" (individual) and the prefix field contains either "MR", "MRS", "MS", "Miss", "DR", or "REV"	the same.
		prefix field does not match 1 of the above or contains an entity type other than "01"	converted to blank. <b>Note:</b> The AS/400 field will be converted to blank.
Name Type	Customer Type	name type field contains a "B" (business) and the entity type is equal to "01" (individual)	converted to an individual type.
		name type field contains a "B" business and the entity is "02" or greater	the same.
Entity Type	Business Type	entity type is "14" (BIA/Indian Tribal Venture) and the ID number is equal to 521176810	the same.
		entity type is "14" (BIA/Indian Tribal Venture) and the ID number is not equal to 521176810	converted to entity type "20".
		entity type field contains an entity other than "01" or "14"	the same.

Continued on the next page

## Conversion Chart (Continued)

Current AS/400 Field	SCIMS Equivalent Field	Conversion Comments	
		IF the AS/400 ...	THEN during migration, the data in the SCIMS field will be...
None	Citizenship Country Code	entity type field contains an "01" (individual) and the Non Resident-Alien flag is equal to "Y" or the Resident-Alien flag is equal to "Y"	converted to blank.
		entity type field contains an "01" (individual) and the Non Resident-Alien flag is an "N" and the Resident-Alien flag is an "N"	converted to "US".
		data does not meet either condition above	converted to "ZZ".
Congressional District	Voting District	customer is not a multi-county producer	the same. <b>Note:</b> The AS/400 field for Congressional District will not be displayed.
		customer is a multi-county producer and the Congressional District code matches in all counties within the same State	the same. <b>Note:</b> The AS/400 field for Congressional District will not be displayed.
		customer is a multi-county producer and the Congressional District code does not match in all counties	converted to blank. <b>Note:</b> The AS/400 field for Congressional District will not be displayed.